

## **EDITED TASK LISTING**

### **CLASS: Supervising Librarian, C.F.**

---

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>   |
|---------------|---|
|               |   |
| 1.            | Evaluate appropriateness of all institutional library materials/resources (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.) and/or review evaluations prepared by library staff for inmates/wards/staff within the institutional community to provide access to all library materials utilizing staff recommendations, compliance reviews, supplements, etc. as needed and/or in accordance with the California Code of Regulations Title 15, California Department of Corrections and Rehabilitation's Department Operations Manuals, legislation and/or court mandates. |
| 2.            | Oversee the documentation and processing of all issues related to library services (e.g., library materials, court access, electronic delivery systems, legal software, etc.) from inmates/wards/staff in order to ensure access to all library services utilizing Departmental/institutional policies and procedures in accordance with court mandates and the California Department of Corrections and Rehabilitation's Department Operations Manuals.  |
| 3.            | Oversee/approve collection development needs for procurement of materials/services (e.g., quotes, multiple bids, sole source, purchasing limits, stock received reports, etc.) to assist the School Principal in the selection, purchase and delivery of library goods and services utilizing standard library selection tools in accordance with State procurement policies and the California Department of Corrections and Rehabilitation's Department Operations Manuals and court mandates.  |
| 4.            | Participate in training to keep informed of new developments in library science to incorporate new technologies/ideas/methodologies in the delivery of library services utilizing professional publications, conferences, and continuing education classes, etc. in accordance with the American Library Association's and the Correctional Education Association's standards.  |

## **EDITED TASK LISTING**

### **CLASS: Supervising Librarian, C.F.**

*NOTE: Each position within this classification may perform some or all of these tasks*

| <b>Task #</b> | <b>Task</b>   |
|---------------|---|
| 5.            | Responsible for library staff training to ensure they are informed of current policies/procedures and new developments in library and information science to incorporate new technologies/ideas/methodologies in the delivery of library services utilizing in-service training, on-the-job training, Individual Development Plans, conferences, and continuing education classes, etc. in accordance with Departmental policies, the American Library Association's standards.   |
| 6.            | Oversee/review staff supervision of inmate/ward library workers to ensure compliance with relevant policies and procedures by utilizing records/reports in accordance with local operational procedures, Departmental policies and/or court mandates.   |
| 7.            | Maintain order/security of working areas and work materials by supervising the conduct of inmates/wards committed to the California Department of Corrections and Rehabilitation in order to prevent escapes and injury by these persons to themselves, others, and/or property by utilizing appropriate search methods for contraband, inventories, situational awareness, etc. in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals.  |
| 8.            | Supervise library staff who perform highly complex professional level library work in connection with selecting, cataloging, loaning, or the reference use of books, electronic media, and other library materials to assist inmates/wards/staff within the institutional community to provide library services, recreational/educational materials and legal access, utilizing Departmental policies/procedures in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals and court mandates. |
| 9.            | Answers highly complex and/or difficult questions from inmates/wards/staff to deliver library assistance by conducting comprehensive reference interviews for the institutional community and utilizing bibliographic and electronic media as required and consistent with the American Library Association's standards.  |

## EDITED TASK LISTING

### CLASS: Supervising Librarian, C.F.

*NOTE: Each position within this classification may perform some or all of these tasks*

| Task # | Task  |
|--------|---|
| 10.    | Perform necessary administrative duties (e.g., Budget Change Proposals/Budget Concept Statements, memorandums, presentations, budget tracking, budget recommendations, contracts, statistical reports, routine visits to libraries, etc.) for management, to provide consistent library service utilizing Departmental policies/procedures as required.   |
| 11.    | As a member of the educational management team, coordinate library support across interdepartmental lines to provide library services for staff/inmates/wards within the institutional community utilizing Departmental and/or local policies and procedures in accordance with the Departmental Operations Manuals and/or court mandates.  |
| 12.    | Facilitate and participate in the hiring process of library staff by conducting interviews, background checks, evaluate and select candidates to fill identified vacant positions as needed and/or as directed by management utilizing accepted hiring practices and policies in accordance with State Personnel Board Rules and Regulations.   |
| 13.    | Responsible for oversight of complex correctional library programs (e.g., special population needs based on facility missions, size of library collection, complexity of the electronic delivery systems, etc.) for schools/inmates/students/wards and staff within the institutional community to provide delivery of library services utilizing Departmental and/or local policies and procedures in accordance with the Departmental Operations Manuals and/or court mandates. |
| 14.    | Oversee/review all aspects of providing library services at the institutional level for staff/inmates/wards within the institutional community to promote standardization and ensure compliance with all applicable policies, mandates, and laws utilizing reports, interviews, management techniques, training, and surveys as required.   |

## EDITED TASK LISTING

### CLASS: Supervising Librarian, C.F.

*NOTE: Each position within this classification may perform some or all of these tasks*

| Task # | Task  |
|--------|---|
| 15.    | Review, on an on-going basis, court mandates, policies/procedures, legislation and applicable laws relevant to library services (e.g., Americans with Disabilities Act, Gilmore, State Personnel Board Rules and Regulations, Equal Employment Opportunity, etc.) for inmates/wards/staff within the institutional community and the Department as a whole to ensure compliance utilizing relevant written documentation and information as required. |
| 16.    | Oversee/review the on-going development of library operational policies and procedures by library staff (e.g., internal library operating procedures, Departmental operations manuals' supplements, etc.) for management, to ensure delivery of compliant library service utilizing Departmental policies/procedures as required.   |
| 17.    | Participate in recruitment activities working in cooperation with human resources, universities, colleges, and the library community as a whole, to ensure a continual pool of candidates in order to share Departmental library employment opportunities utilizing recruitment tools (e.g., workshops, advertising, internet, mailers, etc.) as required.  |
| 18.    | Initiates and/or participates in the progressive disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance utilizing training, employee counseling sessions, and written documentation, etc., in accordance with State Personnel Board Rules and Regulations and departmental policy, as required.   |
| 19.    | Carries out supervisory responsibilities in the workplace regarding Department-wide mandates concerning Equal Employment Opportunity, Americans with Disabilities Act, etc., to maintain compliance utilizing training, relevant written documentation and other information as defined by regulatory agencies and established guidelines/policies, etc.  |
| 20.    | Evaluate the performance of staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board.  |

## **EDITED TASK LISTING**

### **CLASS: Supervising Librarian, C.F.**

*NOTE: Each position within this classification may perform some or all of these tasks*

| <b>Task #</b> | <b>Task</b>   |
|---------------|---|
| 21.           | Provide verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of the Individual Development Plan and Review of Performance as required by the State Personnel Board and Departmental Operations Manuals. |